



ZONING PERMIT APPLICATION
TEMPORARY OUTDOOR DINING
(Renewed Annually)

Town of West Hartford
Planning and Zoning Office – Room 214
50 South Main Street
West Hartford, CT 06107
Phone (860) 561-7555

Date: _____

Zoning Permit Fee: \$75.00

State Surcharge: \$60.00

Total Fee: \$135.00

Restaurant Location:

Applicant:

Name

Address

City

Zip

Telephone

Email

Record Owner:

Name

Address

City

Zip

Telephone

Email

Please provide a description of your seating area including numbers of tables and chairs and whether heaters, umbrellas or enclosures will be used below; in addition, please attach a detailed site plan, drawn to scale, which shows table locations, chairs, enclosures, etc.

- PLEASE SEE REVERSE SIDE -

Section 177 Attachment 2(17) of the West Hartford Code of Ordinances permits temporary seasonal outdoor dining. Administrative zoning permits issued for this purpose shall be subject to the following conditions:

1. No more than four (4) tables shall be permitted within the outdoor dining area and under no circumstances shall the number of chairs exceed sixteen (16).
2. The use of heaters, whether permanent or temporary, is prohibited within the outdoor dining area unless prior approval is granted by the Fire Marshall.
3. Public address systems or other systems intended to convey verbal messages or music through the use of amplified sound shall be prohibited.
4. If an enclosure is used around the outdoor dining area it shall be kept tight against the building and all necessary measures shall be taken to ensure that said enclosure does not migrate into the public right-of-way. A plan for the type and location of the proposed enclosure must be submitted with the permit application.
5. No portion of the outdoor dining area including any planters or other decorative accessories shall encroach into the public right-of-way.
6. The outdoor dining area shall be kept clear of litter, food scraps or soiled dishes and utensils at all times. The entire floor/sidewalk surface in and around the outdoor dining area shall be swept as necessary, but not less frequently than daily, and cleaned to remove greases, oils and stains by steam cleaning or a similar process on a monthly basis. Spilled materials shall be cleaned promptly. Sweeping debris or spilled materials into the gutters of public streets shall be prohibited. This requirement shall also apply to any areas beyond the outdoor dining area which are traversed by restaurant staff and/or patrons.
7. Umbrellas may be used to shade tables, provided that they are sufficiently weighted to avoid displacement by wind, the drip edge thereof is located at least seven feet above the ground and further provided that they shall not be used to advertise the restaurant or any other product or service.
8. No patrons shall be seated between the hours of 12:00 a.m. and 7 a.m.

By signing this document, you acknowledge that you have read, understand and agree to abide by all of the conditions stated above.

Applicant Signature

Date

Property Owner Signature

Date

- **The Zoning Enforcement Officer reserves the right to revoke and/or refuse to renew permits issued for the purpose of seasonal temporary outdoor dining if an applicant violates any of the above stated conditions**

If you wish to mail in this application, please do so to the address indicated above along with a check made out to the Town of West Hartford and any appropriate plans.

ACTION:

Approved

☐

Denied

☐

Date: _____

ZEO Signature:
